

Washington State Credentialing Requirements

Certified Counselor **(Chapter 18.19 RCW, 246-810 WAC)**

Type of Credential:

Certification

DOH Contact:

Customer Service Center - 360-236-4700

Credentialing Requirements	Verification Documents Obtained
<p>An applicant for certified counselor must:</p> <ul style="list-style-type: none">• Have a bachelor's degree in a counseling related field• Pass the Washington State Certified Counselor Examination in risk assessment, ethics, appropriate screening using the global assessment of functioning scale, client referral, and Washington State law• Have a written supervisory agreement	<p>Official transcript with degree and date posted, received directly from applicant's program. Transcripts not in English must have an official translation.</p> <p>To create an exam account: http://www.webassessor.com/dohcounselingexam and create an exam account. You will receive notification by email when your application has been approved. If an account has not been created you will be unable to register for an exam. Study references for the exam are available on our website.</p>
State licensure verification	Applicant lists all states where credentials are or were held, including where applicant has applied but a credential was not granted. A verification form must be completed and submitted by the jurisdiction where the applicant is or was credentialed. Applicant sends form to jurisdiction for completion. The jurisdiction sends completed form directly to the department.
<p>Statement about:</p> <ul style="list-style-type: none">• physical and mental health status• lack of impairment due to chemical dependency/substance abuse• history of loss of license, certification or registration• felony convictions• loss or limitations of privileges• disciplinary actions• professional liability claims history	Applicant must answer personal data questions. An appropriate explanation and required documentation must be sent with positive answers. If there is a positive answer to the professional liability claims history question, the applicant must send an explanation of the nature of the case, data and summary of care given, copies of the original complaint, and the settlement or final disposition. If pending, applicant must indicate status.

Additional Information/Documents Required

- HIV/AIDS training - four hours

NOTE: A certified counselor must not be the sole treatment provider for a client with a global assessment of functioning score of less than fifty.

Process for Approving/Denying Applications

Credentialing staff review the application and supporting documents to make an initial determination on eligibility. The recommendation is based upon the requirements outlined in [RCW 18.19](#) & [WAC 246-810](#). Credentialing supervisors approve applications that do not have positive answers to personal data questions, have questionable verifying documents, or are otherwise “red flag” application. Red flag applications are forwarded to the exception application process for determination by the appropriate disciplinary authority. An applicant will be formally notified of a denial and has the opportunity for a hearing.

Renewal Requirements

Certified counselors must renew their license every year. Credentials expire on the credential holder’s birthday and may be renewed within 90-days of the expiration date.

Continuing Education Requirements

Certified counselors must complete 36 credit hours of continuing education every two years. At least six of the 36 hours must be in law and professional ethics related to counseling.